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S E C R E T



DDA 84-0046/46  
23 November 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 16 November 1984

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1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

b. Chief, Position Management and Compensation Division and members of the Classification and Compensation Policy Branch briefed the DCI Secretarial/Clerical Management Advisory Group, the senior secretary from each Directorate, and the Directorate Personnel Officers on the findings and recommendations contained in the Secretarial Study. The response to the Study was very positive, and written feedback is now being solicited.

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c. Agency personnel are studying the possible use of Travel Management Centers (TMC's) to obtain government discounts on travel conducted for the Agency by commercial contractors. Authority to use GTR's is currently given to the contractors by amendments to their contracts, and enables them to cut travel costs by using the GTR numbers to obtain travel discounts. The approach is appealing because it does not disrupt current practices, is simple to implement, and

d. Approximately 1,400 resumes were generated by the DO CT ads run in late September and early October in the upper midwest, Texas, and Boston. Resume screening has already been completed and screening interviews of the remaining candidates will be finished by 30 November.

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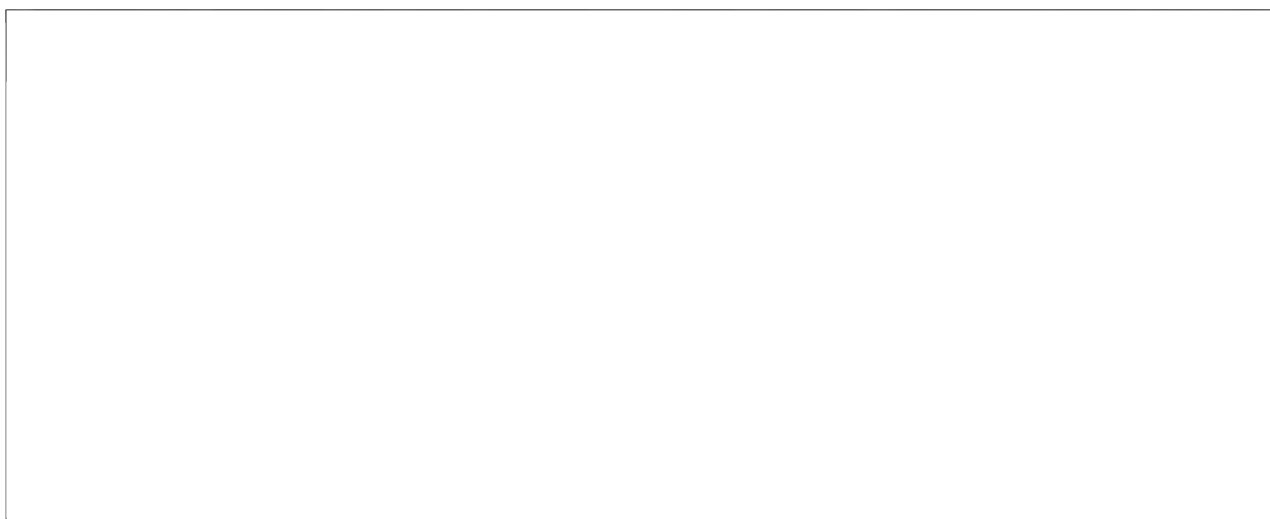
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f. The OC Annual Statistics Report shows a 12 percent increase in narrative messages and a 21 percent increase in data records processed in the network in FY'84. 25X1



i. At the invitation of the Downtown Detroit Executive Security Council, Chief, Counterterrorism Branch, Psychiatric Operations Division/OMS, addressed corporate security executives on state-of-the-art in preparing for terrorism. 25X1



k. Space layout for the new building has been completed down to the division level. All concerned office directors and their senior managers have been briefed. Actual partitioning and work station layout within divisions will begin the week of 26 November 1984.

l. The contractor continues to work on the back side of 7D and 7E corridor roofs. The contractor worked on the front side of 7D and 7E corridor the weekend of 17 November 1984. All terrace roofing work in the front side of 7D and 7E corridors will be done on weekends.

S E C R E T

m. The Office of Data Processing briefed representatives from the DI on "lap" portable computers during the reporting period. Lap portable computers contain keyboard, monitor, memory, software, and power supply in a single, loose-leaf notebook size unit. The DI is interested in providing personnel with the capability to prepare unclassified documents while on TDY and transferring the product to ODP VM central services upon return to Headquarters. The lap computer could be useful in providing this capability.

3. Significant activities anticipated during the coming week:

a. On 26 November, the DDA will address the Advanced Intelligence Seminar at the Chamber of Commerce Building.

b. On the evening of 28 November, the DDA will address the Professional Women's Course [redacted]

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c. Also on 28 November, a military Major General serving as Director of Operations for Military Airlift Command (MAC), will visit the Office of Logistics. The Major General will receive a briefing on OL interface with MAC, as well as a tour of [redacted]

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[redacted]  
Harry E. Fitzwater

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Next 2 Page(s) In Document Denied